

Meeting Room Reservation Request Form

I, _____, an adult resident of the Village of Slinger,
request to use a Village of Slinger meeting room on
(date)_____ from (starting time)_____ to
(ending time)_____.

Please indicate the group/individuals that will utilize the room and the general purpose (For example: Sunny Acres Home Owners Association, annual meeting):

I have read and agree to abide by the regulations and procedures set forth in Policy 1.1 Meeting Room Policy. I understand that meeting room reservations are not guaranteed and may be canceled at any time at the discretion of the Village of Slinger. I understand that I am responsible for the use of the meeting room during the reserved time and will pay for damages/cleaning as described in the Policy.

It is understood that the Village of Slinger assumes no responsibility whatever for any property placed in the Village Hall in connections with a meeting/event/exhibit/display; and that the Village of Slinger is hereby expressly released and discharged from any and all liability for any loss or injury, or damage to persons or property which may be sustained by reason of a meeting/event/exhibit/display.

The fact that a group is permitted to use a Village Hall meeting room does not in any way constitute endorsement of the group's policies or beliefs by the Village. No advertisements or announcements implying such endorsements will be permitted.

Signature of Applicant

Date

Name: _____

Email: _____

Address: _____

Phone: _____

Received by: _____

Room available: Village Hall Board Room_____ small lobby area conference room_____